| Office of Administrative Hearings (OAH) Procedures Transmittal | | | Transmittal Number: | 02-09 |
|---|---|---|---|---|
| | | | Date: | March 25, 2002 |
| Distribution: | | | Page: | 1 of 1 |
| ALB OAH Staff [X] | UPS ALJs [ ] | Upstate LDSS [ ] | Subject: | |
| | SUP ALJs [ ] | | New HRA Income Support Center, Family Services Call Center, ISC #17 | |
| NYC OAH Staff [X] | NYC ALJs [X] | NYC Agencies [X] | | |
| | SUP ALJs [X] | HRA and ISC 17 Only | | |

The New York City Human Resources Administration has established a new Income Support Center, ISC 17, Family Services Call Center, located at 32-02 Queens Boulevard, Queens, New York 11101. Communications Intake staff can enter N017 in the agency field, effective March 31, 2002 which will result in the hearing being scheduled at 14 Boerum Place. Coding will be as follows:

| | |
|---|---|
| Agency: | N017 |
| Category: | SNA or FA |
| Subcategory: | Any |
| Action: | REDU, DENY, DISC, or INAD |
| Issue Code: | Any |

Use of N017 in the Agency field will result in notification to:

Ms. Halper, Supervisor (718) 752-9818
Family Services Call Center, 1st Floor
32-02 Queens Boulevard
Queens, New York 11101

Electronic notices (OAH 457s, 1891s, modifications, etc.) will be generated via the Print Distribution System (PDS) to the existing print queue in operation at Income Support Center 43 since there is no print queue currently installed at Income Support Center 17.

If there are any questions with respect to this transmittal, you may contact your supervisor or Sue Fiehl at (518) 473-4779 or via email 90J029@dfa.state.ny.us.

Mark Lacivita

Mark Lacivita, Director of Administration
Office of Administrative Hearings